

MAINTENANCE AND REPAIRS MANAGER

GRADE 38

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs complex technical work in the construction, installation, maintenance and repair of buildings, grounds, facilities and equipment; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate division personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and overseeing construction, maintenance, installation and repair of buildings, facilities and grounds; assisting in the selection process; preparing records, files and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress; conducts on-site inspections; assists with complex/problem situations and provides technical expertise.
- Plans and directs maintenance activities; prepares and maintains records and files; maintains financial records; establishes maintenance schedules.
- Directs and monitors maintenance services, expenditures and related budgets; oversees installation, programming, maintenance and repair of faculty related systems; develops system specifications for procurement purposes; coordinates efforts with other divisions and departments; obtains funding for projects.
- Develops, submits and justifies division budget, capital improvement plan and comprehensive maintenance plan; monitors expenditures.
- Coordinates projects with contractors for renovations/repair of facilities; prepares bid specifications and documents; recommends award; monitors work and approves payment.
- Reviews and approves purchase orders.
- Prepares correspondence, letters, e-mails, contracts and reports; maintains leave and personnel records.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, tools and equipment utilized in the building and grounds maintenance, construction and repair; thorough knowledge of the work hazards and applicable safety standards associated with the work; thorough knowledge of budgeting, purchasing and personnel procedures; thorough knowledge of landscape architecture and turf management practices; thorough knowledge of the hazards and related liabilities and remediation strategies related buildings and facilities; thorough knowledge of construction practices; ability to plan, organize and evaluate work activities and projects and to hire, train, motivate, communicate and provide performance coaching and evaluation for employees; ability to establish and maintain effective working relationships with associates, contractors, architects and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from a community college with major course work in architecture, building construction or related field and extensive building and grounds maintenance experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.